

Family Safety Portal User Guide

Family Safety Meeting Membership

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1. How to apply to be a Family Safety Meeting (FSM) Member

Once you have created an account in the Portal, the function to apply as FSM member is in My Account. Sign into the Portal and click on your name on the top right of the screen to access. Click on **FSM Membership** on the navigation menu, then click on the **Apply Here** button.



Complete the form and nominate what role you will have and what region, read the terms and conditions, then click the **Submit** button.

FSM Membership Application Submitted

Your application has been submitted for consideration.

You will be notified of the result of your application by email.

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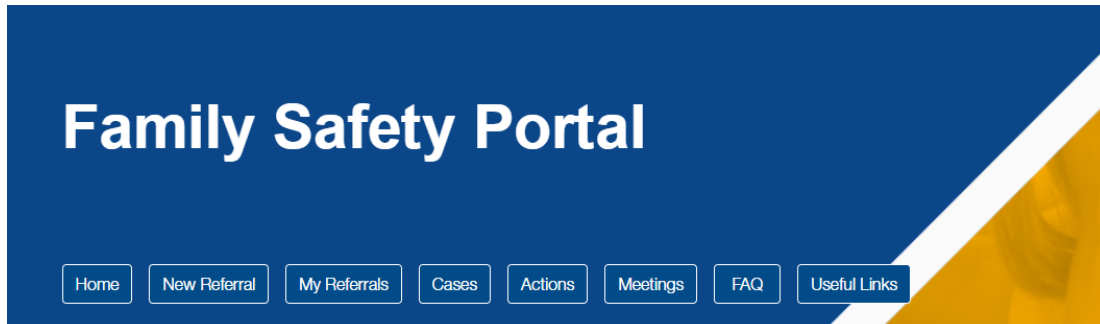
The Office for Women will review your application. You will receive an email with the outcome. If you need to follow up on your application email DHSFamilySafetyPortal@sa.gov.au. When your application is accepted, you will have access to the information relevant to your role. If you are signed into the Portal at the time of your membership acceptance, you will need to sign out and back in for the change to be activated.

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2. How to use the 'Family Safety Meeting Member' aspects of the portal

As an FSM member you will have access to functions using the tabs on the home page.

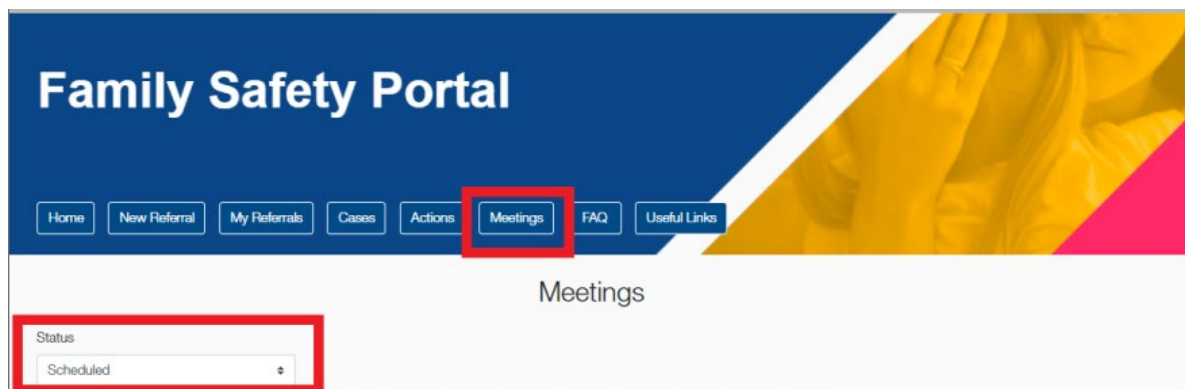


2.1 Navigating the home page – your dashboard

On the Home page you have quick access to see Upcoming Meetings that you are a member of, Pending Referrals (for FSM Chairs only) Open Cases and Open Actions for your agency.

2.2 View upcoming meetings and completed meeting reports

On the Home page of the Portal the list of Upcoming Meetings will be listed by date order. From this screen you can indicate your attendance or apology in the Response section. You can also click the **Join Meeting** link to join the meeting via MS Teams.



To access past meetings, use the **Meetings** menu button and change the status option to All or Completed. To access the meeting report from previous meetings which you were a member of, click on the Meeting No. and click the **Meeting Report** button.

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Home New Referral My Referrals Cases Actions Meetings FAQ Useful Links

Meetings

Status: Completed

Meeting No	Region	Scheduled Start	Location	Summary	Status
FSM010069	Southern Metro	8/12/2021 10:00 AM	Room 1.01	11 Cases	Completed
FSM010057	Southern Metro	24/11/2021 10:00 AM	Room 1.01	10 Cases	Completed
FSM010034	Southern Metro	10/11/2021 10:00 AM	Teams Demonstration Meeting	6 Cases	Completed
FSM010019	Southern Metro	26/10/2021 10:00 AM	Teams	6 Cases	Completed

Showing 1 - 4 of 4 items

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Home New Referral My Referrals Cases Actions Meetings FAQ Useful Links

Southern Metro FSM - 7 December 2021

Attendees Meeting started at 30/11/2021 12:34 PM, ended at 30/11/2021 12:47 PM

Cases Attendees

Meeting Report

You can tailor the meeting report to include all cases or select the case you are wanting a report for. The report will be downloaded to your device.

Download Meeting Report

Region: Southern Metro Date: 8/12/2021

Cases to include: All Selected Only

Cancel Download

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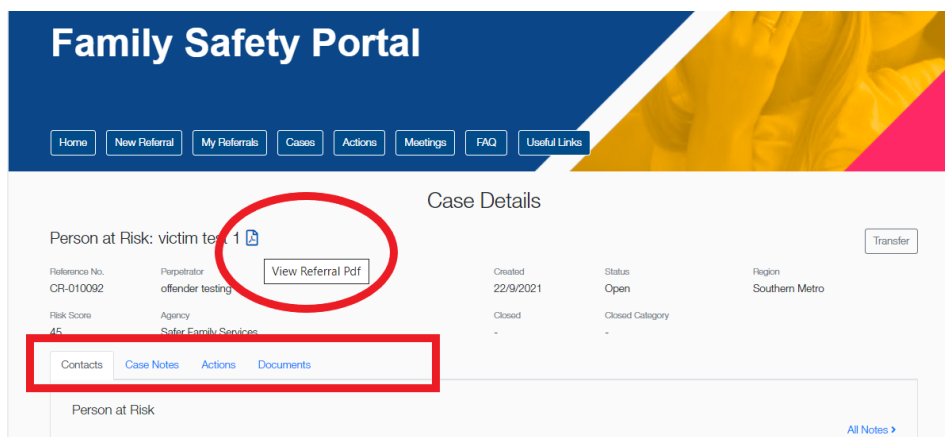
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2.3 View and add case information

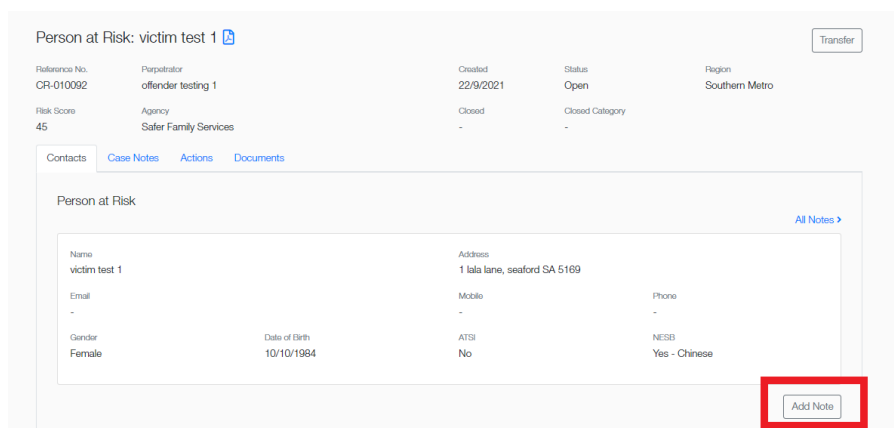
Open Cases will be visible on the Home page and you can access the case by clicking on the Reference No. You can also access all cases using the **Cases** menu button. Use the filtering functions to filter Status (All/Open/Closed/Transferred), and by Region. If you are a Chairperson of an FSM, you also have a Search function to search by person at risk or perpetrator name.

When you have opened a case, you will have access to the risk assessment and referral form, this is shown as a blue pdf icon alongside the person's name.

From the Case Details screen, you can use the tabs to view or add information about Contacts, Case Notes, Actions and Documents.



You can add contact information by clicking on the Contact tab and using the Add Note button which will open the contact form for you to edit.



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You can also add children and other household members using the Add button.

Children

No children have been recorded for this case.

Other Household Members

No other household members have been recorded for this case.

NOTE: When you add information to the Contact they will appear as case notes. The original Contact information provided in the referral will not be updated on this screen.

To view or add case notes, click on the Case Note tab and **Add Note**.

Case Details

Person at Risk: victim test 1

Reference No. CR-010092	Perpetrator offender testing 1	Created 22/9/2021	Status Open	Region Southern Metro
Risk Score 45	Agency Safer Family Services	Closed -	Closed Category -	

By
All Agencies

There are currently no case notes for this case.

In the New Note pop up box enter your comment. You are not able to edit your comments once they are saved so check your entry before you click on the **Save** button. You can upload supporting documents as PDF file type. Click **Save**. If you entered incorrect information, make a new comment using the **Add Note** function. If you are concerned about the information you entered email DHSFamilySafetyPortal@sa.gov.au

New Note

Comment

Attachments (max 10MB)

Choose file

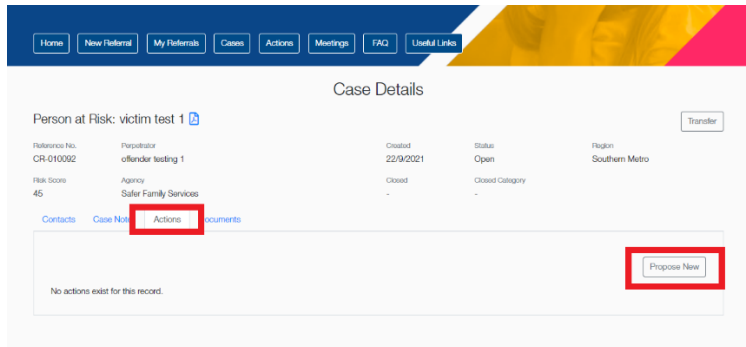
Case Details

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2.4 View and propose actions for your agency

To propose actions or view actions click on the Actions tab and view actions or click **Propose New**.



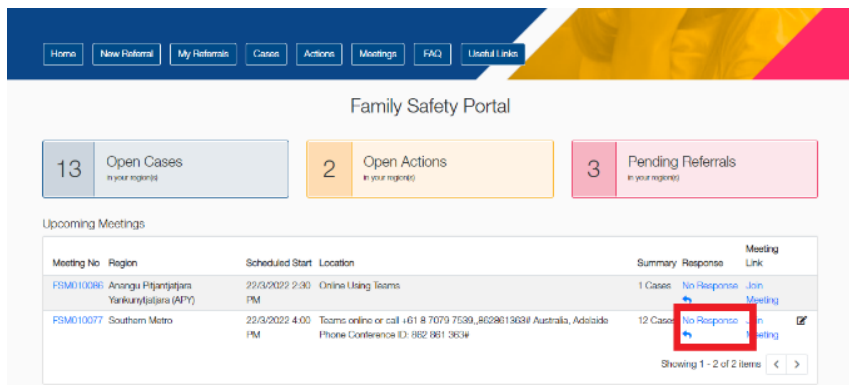
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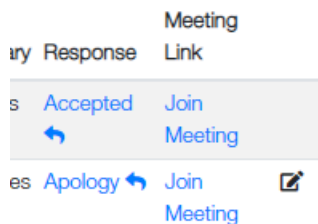
3. Attending your Family Safety Meeting

3.1 Indicate if you'll be attending a meeting or are an apology

From the dashboard, you can see the list of Upcoming Meetings and use the **Response** button to let the team know if you are able to attend or not. Either Accept or Decline the meeting.

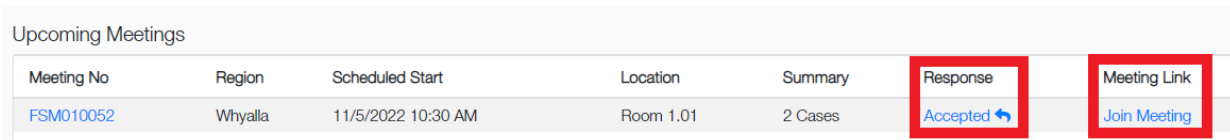


You can change your response (accepted or apology) any time before the meeting.



3.2 How to join a meeting held via MS Teams from the portal

If the meeting is via MS Teams, you can join the meeting using the **Join Meeting** link from the dashboard.



3.3 Making updates during a meeting

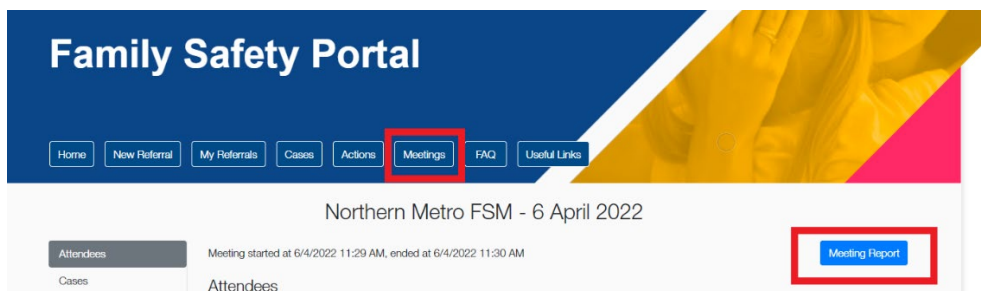
You can add case information, propose actions or update actions during the meeting. You will need to refresh the page using the Portal's built in **Refresh** button during the meeting to see other people's additions.

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3.4 Meeting reports

You can download meeting records tailored to the cases your agency has an interest in. Remember, this is **Official: Sensitive** information so must be treated with appropriate security measures in place.

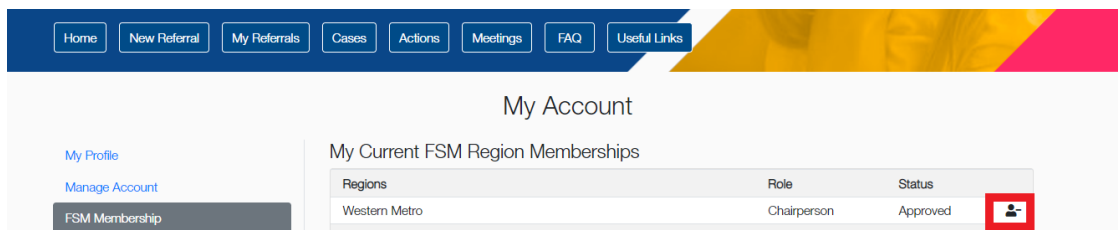


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4. How to resign as a member of Family Safety Meeting Region

To resign from an FSM on the Portal, access My Account, then **FSM Membership** and click on the **Resign Membership** icon on the right side of the screen.



Click **Yes** on the message box that pops up on the screen.

